**Indiana University**
**Copenhagen Publishing System**
**IU Bloomington User Manual**
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# Table of Contents


- **Log in**
- **Adding a new story**
- **Managing IU Bloomington homepage**
- **Loading a Photo**
- **Photo Specifications**
- **Troubleshooting**

# Log in

Open browser, go to:
**https://info.iu.edu/admin/**

If you are logging in for the first time, you may want to change the account password. This can be done by going to **My Account** => **Change Password.**

# Adding a Story

1. On the left side of the Copenhagen screen, you will see the **Navigator Pane**. The **Navigator Pane** contains a list of active folders. Select the **Pages** folder. (It is the default folder, so it may already be open.)
2. Click on the **New** Page command from the top of the screen. This will open the **Page Editor** window.
3. In the **General Information** section, leave **Page Type** as **IU Bloomington Announcement**.
4. Enter the **Slug**. This is the internal working title for your external news link. This is a required field (required fields are red). The **Slug** can be the same as the title (headline).
5. Enter the **Headline** in the **Body** table. This is the official, published title for the external news link.
6. Click the **Save** button. You must click Save in order to create a URL for your external news link. The URL is automatically generated.
7. After you save, edit the **Teaser Headline.** It should not exceed **40-55 characters**. There is a **counter** available at the end of the form field that displays the total character count. **Teaser Headline** is what will actually display as a link on IU Bloomington homepage and other external pages. If the total character count exceeds 55 it may not fit on two lines of IU Bloomington gateway ( www.iub.edu ).
8. Now click the **Pencil Icon**. next to the **Teaser Title** box.
   **Note:** Teaser needs to be entered if you are associating the story with Topics/Groups or distributing to sites using rich teaser.
9. This opens the **Composer window.** This is where you will enter the teaser copy for your external news link. You may copy and paste the first paragraph of the story here.
10. Next position your cursor at the very beginning of the teaser body and insert a thumbnail photo or icon. To insert the standard icon, click **Insert => Image =>** select **Site Icons** folder => select the appropriate icon **=>** click **OK**
11. Click the **Save** button to save the teaser copy for your external news link.
12. Click the **Close** button to go back to the **Page Editor** window.

13. Click the **Save** button.
14. Delete the automatically generated **URL** above the Teaser table and insert the URL to the Web site the external news link should go.
15. Click the **Save** button.
16. You may also add the story to selected Bloomington news indexes. For example, in order to add the news link to IU Bloomington index, scroll to IU Bloomington group (located in the middle of the Groups list), and click on the checkbox next to it. This will add the external news link to IU Bloomington News RSS feed and archives on Media Relations site.
17. Click the **Save** button located in the top right corner of the editor window.
18. Finally, click the **Check-in** button. In the **Check-In or Check-Out to Someone Else** section, select **Published** or **Archived** to publish the story. Check the Update Publication Date box and enter the date the story was created.
19. Click on the **Save** button. The window closes automatically. You have now created an external news link that can be placed on the IU Bloomington homepage.

### Managing News Feeds on IU Bloomington homepage

1. Log in as **iubhome** account.
2. In the **Navigator Pane** of the Copenhagen screen, click on the **Distribution** folder.
3. Click on the **Browse External Clients** link.
4. In the **External Client** window, click **Edit.**
5. In the **Description** field you will find contact information and guidelines for news feed distribution to external clients.
6. Under the **Threading** section you will find a news, crisis news, and additional news channels**.** Each Channel is a separate news feed.
7. Select news items that will be distributed to content channels (only Published documents **p:** will be distributed).
8. If a crisis news item is selected make sure to select only two additional news items. Crisis news items will display before the other news items with a blur "Alert:" prefix. Additional news will display after regular news in onestart file.
9. Click **Save.**
10. Click **Close**.
11. News items on Bloomington Gateway will refresh according to the predetermined schedule (managed via crontab on iubhome).
12. News items can also be updated manually by using the following forms:
    a. https://www.iub.edu/~iub2/updatenews/
    b. https://www.iub.edu/updatenews/

## Loading a Photo

1. Choose the **Assets folder** from the left **Navigator** pane.

2. At the top of the page, you will see the command New Asset. Select **New Asset**.
3. The **New Image dialog box** opens.
4. Enter the required information: **Slug**, **Title**, and **Folder**. Select **Save** to save this information.
5. Select **IUBloomington** image folder.
6. In **Files** area, you need to enter the information about the image. You have three options—**Web Ready Image, Teaser Image** (known as a thumbnail image), or **Print Ready Image**. You can make the same photo available in all three formats or choose just one.
7. To upload the photo, go to the **Upload a File area**. Select **Browse…** to obtain the image.
8. Once you have uploaded the image, you can add ALT text and a caption.
9. Select **Save** to save this information.

**Photo Specifications**

The following photo specifications are recommended:
Web Ready Image (vertical and horizontal): 185 pixels wide (max), 72 dpi.
Teaser Image (Thumbnail): 55 pixels (required) x 66 pixels (recommended), 72 dpi, with a single pixel black border.
Print Ready Image: 900 pixels x 1500 pixels (3 in. x 5 in.), 300 dpi minimum (recommended). JPG format only.

# Troubleshooting

**Unable to copy/paste**
You need to have the java plug-in available from [ http://www.indiana.edu/~vpurit/copenhagen.shtml] installed in order to view and edit body of the message. It is best to uninstall all other versions of the java plug-in, install the recommended version, and disallow Java updates. You need administrative rights to the computer in order to install the plug-in.

Once the java plug-in is installed, please add the following parameter to the plug-in:
**Start => Settings => Java Plug-in => Advanced => Java Runtime Parameters field:**
**-Djava.security.policy=http://newsinfo.iu.edu/policy/mrps.policy**